

County of Moore Transportation Services



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REGULAR MEETING
MCTS Transportation Advisory Board
Rick Rhyne EOC Office Lower Level/Conference Call
May 15, 2024, at 3:00 pm

AGENDA

- I. Introductions**
Deb Holmes, Chair
- II. Roll Call**
Deb Holmes, Chair
- III. Approval of Minutes from the February 21, 2024, Regular Meeting**
Deb Holmes, Chair
- IV. Financials**
Deb Holmes, Chair
 1. Budget - FY23-24 Updates – Sonia Biggs
 2. ROAP Updates – Sonia Biggs
- V. New Business**
Deb Holmes, Chair
 1. TLDP Program – Sonia Biggs
 2. Staffing Updates – Sonia Biggs
 3. Fare Increases – Sonia Biggs
 4. Policy Updates – Sonia Biggs
- VI. Upcoming Meetings for 2024 & 2025:**
 - Wednesday, August 21, 2024 @ 3:00 pm
 - Wednesday, November 20, 2024 @ 3:00 pm
 - Wednesday, February 19, 2025 @ 3:00 pm
 - Wednesday, May 21, 2025 @ 3:00 pm
- VII. Adjournment**
Deb Holmes, Chair

**Moore County Transportation Services (MCTS)
Transportation Advisory Board (TAB)
Meeting Minutes**

| | |
|---------------------------------------------|-----------------------------------------------------------|
| Date | Wednesday, February 21, 2024 |
| Time | 3:00 PM |
| Location | Rick Rhyne Building, Lower Level, EOC Office |
| Voting Member Attendance | |
| Present | Kelly Greene, Deb Holmes, Bryan Phillips |
| Conference Call | Kimmie Dowdy, Rebecca Kimbrell, Terri Prots, Dana Redfern |
| Absent | Keith Clark, Bob Huber, Anthony McCauley, Sean McCormick |
| Ex-Officio Member Attendance | |
| Conference Call | Frank Quis |
| Moore County Staff Member Attendance | |
| Present | Sonia Biggs, Tiffany McCormick, Tron Ross |
| Conference Call | Rhonda Priest, Caroline Xiong, Jeanette Chisholm |

A quorum was present. The meeting was called to order at 3:02 pm. Deb Holmes presided over the meeting.

I. Introductions:

All attendees gave a brief introduction, and roll call was completed for all attendees in the Rick Rhyne Building's Lower Level EOC Office and those attending via conference call.

II. Approval of Minutes from the November 15, 2023, Regular Meeting:

A motion was made by Terri Prots to approve the meeting minutes, which was seconded by Rebecca Kimbrell.

Motion approved.

III. Financials:

Sonia Biggs provided updates on:

- a) Budget – Reviewed the attached FY 23-24 budget with year-to-date totals as of December 31, 2023.
- b) ROAP – Reviewed attached report for FY 23-24. The NC DOT sent the whole allotment, and this will carry the department through until the end of June.

IV. New Business

A) Sonia Biggs provided updates on:

- a) Staffing – The department has filled the last full-time position. There is a part-time position that is currently posted. Overall, the department is doing well.

- b) Technology – The department has been actively working with a company out of Germany for the payment portal. This company has agreed to give a year of service for free. The department is working with IT and Finance to get the references for the company.
 - c) A-Pines Line – The department is still working on getting this route up and running. There have been some obstacles, such as all of the road construction.
 - d) Contracts – The department is still transporting the children for the Boys and Girls Club and it is going well. The department has looked into contracting with the Tides, but most of the residents at the Tides receive Medicaid, so they are already covered for transportation.
- B)** Tiffany McCormick provided an update on upcoming policy updates & FAQs. The department is looking to add a FAQ list to their website for clients. They are also looking into updating and clarifying some of their policies. Any changes would come before the board before being implemented.
- C)** Bryan Phillips wanted to commend the department for their help when the warming stations were set up in January. The department stepped up to have staff available to transport any citizens that may have needed to go to the warming station.

V. Upcoming Meetings for 2024:

- Wednesday, May 15, 2024 @ 3:00 pm
- Wednesday, August 21, 2024 @ 3:00 pm
- Wednesday, November 20, 2024 @ 3:00 pm

VI. Adjournment:

A motion was made by Dana Redfern to adjourn, which was seconded by Terri Prots.

Motion approved.

Meeting adjourned at 3:17 pm.

| FY2023-2024 BUDGET AS APPROVED BY BOC + CURRENT FINANCIAL STATUS | | | | | | | | | |
|------------------------------------------------------------------|-----------------|---------------|--------|------------|------------------------------------|-------------------|-----------------|----------|------------|
| FINANCIALS AS OF: 03/31/2024 | | | | | | | | | |
| EXPENSES | BUDGET | YTD | % USED | % OF TOTAL | REVENUES | BUDGET | YTD | % EARNED | % OF TOTAL |
| SALARIES - FULL-TIME | \$ 531,829.00 | \$ 421,655.36 | 79.3% | 46.9% | SALE OF CAPITAL ASSETS | \$ (25,000.00) | \$ - | 0.0% | 0.0% |
| SALARIES - OVERTIME | \$ 5,000.00 | \$ - | 0.0% | 0.0% | APPROPRIATED FUND BALANCE | \$ - | \$ - | 0.0% | 0.0% |
| SALARIES - PART TIME | \$ 49,136.00 | \$ 18,115.61 | 36.9% | 2.0% | USER FEES (CONTRACT) | \$ (634,017.00) | \$ (408,058.75) | 64.4% | 54.0% |
| SALARIES - RESOURCE | \$ - | \$ 27,674.51 | 0.0% | 3.1% | ROAP USER FEES (TOKENS, A-PINES) | \$ (40,000.00) | \$ (34,349.53) | 85.9% | 4.5% |
| LONGEVITY | \$ 4,864.00 | \$ 4,864.00 | 100.0% | 0.5% | 5311 ADMIN GRANT | \$ (276,750.00) | \$ (69,806.00) | 25.2% | 9.2% |
| FICA/MEDICARE | \$ 44,826.00 | \$ 35,286.10 | 78.7% | 3.9% | 5311 CAPITAL GRANT | \$ (225,100.00) | \$ - | 0.0% | 0.0% |
| RETIREMENT | \$ 75,590.00 | \$ 57,387.87 | 75.9% | 6.4% | CARES OPERATING 5311 (CARES/VACCIN | \$ (121,045.00) | \$ - | 0.0% | 0.0% |
| 401K RETIREMENT | \$ 17,579.00 | \$ 10,804.98 | 61.5% | 1.2% | 5311 GENERAL PUBLIC | \$ (120,262.00) | \$ (145,898.00) | 121.3% | 19.3% |
| HEALTH INSURANCE | \$ 122,200.00 | \$ 88,215.76 | 72.2% | 9.8% | EDTAP GRANT | \$ (112,162.00) | \$ (98,173.00) | 87.5% | 13.0% |
| UNEMPLOYMENT COSTS | \$ 477.00 | \$ 357.75 | 75.0% | 0.0% | TOTAL | \$ (1,554,336.00) | \$ (756,285.28) | 48.7% | 100.0% |
| WORKERS COMPENSATION | \$ 20,806.00 | \$ 15,604.50 | 75.0% | 1.7% | | | | | |
| LIFE INSURANCE | \$ 1,893.00 | \$ 1,488.48 | 78.6% | 0.2% | | | | | |
| W/C CLAIMS | \$ 8,151.00 | \$ 6,113.25 | 75.0% | 0.7% | | | | | |
| JANITORIAL SUPPLIES | \$ 1,250.00 | \$ 12.74 | 1.0% | 0.0% | | | | | |
| UNIFORMS | \$ 2,480.00 | \$ 2,195.74 | 88.5% | 0.2% | | | | | |
| OFFICE SUPPLIES | \$ 1,984.00 | \$ 1,085.08 | 54.7% | 0.1% | | | | | |
| TRAVEL/TRAINING | \$ 4,000.00 | \$ 1,606.08 | 40.2% | 0.2% | | | | | |
| TELEPHONE | \$ 11,000.00 | \$ 3,885.27 | 35.3% | 0.4% | | | | | |
| ADVERTISING | \$ 1,750.00 | \$ 1,053.67 | 60.2% | 0.1% | | | | | |
| DRUG TESTING | \$ 700.00 | \$ 332.62 | 47.5% | 0.0% | | | | | |
| PROFESSIONAL SVCS | \$ 7,000.00 | \$ 5,630.86 | 80.4% | 0.6% | | | | | |
| MOTOR VEHICLE REPORTS | \$ 1,000.00 | \$ - | 0.0% | 0.0% | | | | | |
| EQUIPMENT LEASES | \$ 15,970.00 | \$ 10,770.75 | 67.4% | 1.2% | | | | | |
| INSURANCE | \$ 40,000.00 | \$ 35,564.00 | 88.9% | 4.0% | | | | | |
| LIABILITY & PROPERTY INS | \$ 5,655.00 | \$ 4,241.25 | 75.0% | 0.5% | | | | | |
| IT ASSESSMENT | \$ 23,803.00 | \$ 17,852.25 | 75.0% | 2.0% | | | | | |
| PROPERTY MANAGEMENT ASSESSMENT | \$ 112,618.00 | \$ 84,463.50 | 75.0% | 9.4% | | | | | |
| WELLNESS WORKS ASSESSMENT | \$ 6,500.00 | \$ 4,875.00 | 75.0% | 0.5% | | | | | |
| GENERAL FUND ASSESSMENT | \$ 46,692.00 | \$ 35,019.00 | 75.0% | 3.9% | | | | | |
| DUES/SUBSCRIPTIONS | \$ 550.00 | \$ 550.00 | 100.0% | 0.1% | | | | | |
| CARES OPERATING 5311 | \$ 121,045.00 | \$ - | 0.0% | 0.0% | | | | | |
| OFFICE EQUIPMENT/FURNISHINGS | \$ 1,650.00 | \$ - | 0.0% | 0.0% | | | | | |
| CAPITAL OUTLAY | \$ 232,001.00 | \$ 2,670.05 | 1.2% | 0.3% | | | | | |
| UNDIST COLA | \$ 32,003.00 | \$ - | 0.0% | 0.0% | | | | | |
| UNDISTRIBUTED LONGEVITY | \$ 2,334.00 | \$ - | 0.0% | 0.0% | | | | | |
| MCTS GRANT - ARRA | \$ - | \$ - | 0.0% | 0.0% | | | | | |
| TOTAL | \$ 1,554,336.00 | \$ 899,376.03 | 57.9% | 100.0% | | | | | |

| | BUDGET | YTD |
|-------------|-------------------|-----------------|
| REVENUES | \$ (1,554,336.00) | \$ (756,285.28) |
| EXPENSES | \$ 1,554,336.00 | \$ 899,376.03 |
| GRAND TOTAL | \$ - | \$ 143,090.75 |

| USER FEES BREAKDOWN | | |
|---------------------|-----------------|------------|
| ACCOUNT | YTD | % OF TOTAL |
| Aging | \$ (203,930.44) | 50.0% |
| Boys & Girls Club o | \$ (4,860.00) | 1.2% |
| DSS | \$ (114,915.63) | 28.2% |
| Modivcare | \$ (29,650.00) | 7.3% |
| Monarch | \$ (46,202.73) | 11.3% |
| MTM | \$ (8,499.95) | 2.1% |
| TOTAL | \$ (408,058.75) | 100.0% |

NCDOT ROAP Report
Rural Operating Assistance Program (ROAP)
FY 2023-2024, AS OF 03/31/2024

Moore 63

61 Reconciliation of FY24 ROAP funds for County or Eligible Authority

| | ROAP Funds disbursed to County | | Unexpended ROAP Funds | |
|--------------|--------------------------------|-------------------|-----------------------|------------------|
| EDTAP | \$ | 107,729.00 | \$ | 16,454.00 |
| EMPL | \$ | 26,015.00 | \$ | - |
| RGP | \$ | 119,883.00 | \$ | 50,998.00 |
| Total | \$ | 253,627.00 | \$ | 67,452.00 |

62 Elderly and Disabled Transportation Assistance Program

| | | | | | |
|-------------------------------|----|------------|--------------------------------------------------------|----|-----------|
| Total Available EDTAP Funds | \$ | 107,729.00 | Total Expended Funds | \$ | 91,275.00 |
| Expended EDTAP Funds | \$ | 91,275.00 | Number of EDTAP funded trips provided | | 3,651 |
| Additional Local Contribution | \$ | - | Additional EDTAP Trips not Funded by ROAP | | - |
| Unexpended EDTAP Funds | \$ | 16,454.00 | % of EDTAP funded trips provided by the transit system | | 100% |

63 Employment Transportation Program

| | | | | | |
|-------------------------------|----|---|-------------------------------------------------------|----|----|
| Total Available EMPL Funds | \$ | - | Total Expended Funds | \$ | - |
| Expended EMPL Funds | \$ | - | Number of EMPL funded trips provided | | - |
| Additional Local Contribution | \$ | - | Additional EMPL Trips not Funded by ROAP | | - |
| Unexpended EMPL Funds | \$ | - | % of EMPL funded trips provided by the transit system | | 0% |

64 Rural General Public Transportation Program

| | | | | | |
|---------------------------------------------------------|----|------------|------------------------------------------------------|----|------------|
| Total Available RGP Funds (not include 10% local match) | \$ | 169,807.00 | Total Expended Funds | \$ | 118,809.00 |
| State Share | \$ | 118,809.00 | | | |
| 10% Local Share | \$ | - | Number of RGP funded trips provided | | 4,721 |
| Additional Local Contribution | \$ | - | Additional RGP Trips not Funded by ROAP | | - |
| Unexpended RGP Funds | \$ | 50,998.00 | % of RGP funded trips provided by the transit system | | 100% |

I hereby certify that, to the best of my knowledge, the following information is accurate and complete. I further certify that all funds were expended in accordance with applicable federal, state, and local guidelines. I understand that any unexpended amount will be withheld from the FY 24-25 ROAP allocation.

65

Signature of County Finance Officer or Authority Executive Director

Date

66

Unexpended ROAP funds (over \$50.00) will be returned to the NCDOT Public Transportation Division. Do not send a check with the ROAP Report. Checks will be returned if received. After an NCDOT review of this report, the amount to the right will be withheld from the county's FY 24-25 ROAP allocation.

\$ 67,452.00

67a In the space below, provide a detailed explanation if 10% or more of the EDTAP funds allocated to the county are being returned to NCDOT.

67b In the space below, provide a detailed explanation if 10% or more of the EMPL funds allocated to the county are being returned to NCDOT.

67c In the space below, provide a detailed explanation if 10% or more of the RGP funds allocated to the county are being returned to NCDOT.